

Employee Post-Travel Disclosure of Travel Expenses

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Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): American Council for an Energy Efficient Economy (ACEEE)

Travel date(s): 05/22/2018

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$325.01			
<input checked="" type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): ACEEE's 2018 Energy Efficiency Finance Forum

05/30/2018
(Date)

Candace Vahlsing
(Printed name of traveler)

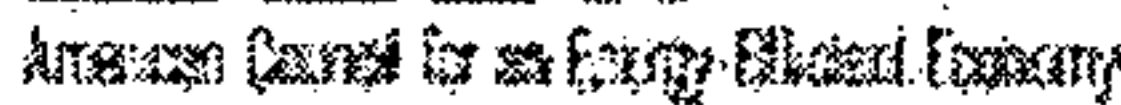
[Signature]
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

05/30/2018
(Date)

[Signature]
(Signature of Supervising Senator/Officer)



United States Senate

SELECT COMMITTEE ON ETHICS

May 17, 2018

Candace Vahlsing
Office of Senator Michael F. Bennet
United States Senate
Washington, DC 20510

Dear Ms. Vahlsing:

This responds to your recent correspondence concerning an invitation you received to travel to the *Energy Efficiency Finance Forum*, in Tarrytown, New York, on May 22, 2018, sponsored by the American Council for an Energy-Efficient Economy (ACEEE). ACEEE certified to the Select Committee on Ethics (the Committee) that it will pay the *necessary expenses*¹ related to the travel and that it is neither a lobbyist, nor lobbying firm, nor an agent of a foreign principal, and it is not otherwise acting as a representative or agent of a foreign government. ACEEE has also certified that it does not retain or employ a registered lobbyist or agent of a foreign principal and that no registered lobbyist will accompany you at *any point throughout your trip*.²

Based on information and materials available to the Committee, and assuming the **actual** travel and travel-related expenses conform to the information and materials you provided, it appears that the proposed payment or reimbursement of necessary expenses for this trip **may be accepted** under relevant Senate Rules and the Committee's *Regulations and Guidelines for Privately-Sponsored Travel*, so long as at the time of the payment or reimbursement, ACEEE is neither a registered lobbyist nor lobbying firm under the Lobbying Disclosure Act of 1995, nor an agent of a foreign principal under the Foreign Agents Registration Act (and is not otherwise acting as a representative or agent of a foreign government), and provided the travel and all required documents are disclosed to the Secretary of the Senate in accordance with the provisions of Senate Rules 34 and 35.

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the completed *Employee Pre-Travel Authorization* and the *Employee Post-Travel Disclosure of*

¹ The term "necessary expenses" has a specific definition. See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 8.

² The term "any point throughout your trip" has a specific definition. See *id.* at 2.

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Vahlsing, Candace (Bennet)

From: Brian Stickles <bstickles@aceee.org>
Sent: Monday, May 14, 2018 2:15 PM
To: Vahlsing, Candace (Bennet)
Subject: Re: Travel Itinerary for ACEEE Finance Forum

Thank you, this is perfect!

-Brian

From: "Vahlsing, Candace (Bennet)" <Candace_Vahlsing@bennet.senate.gov>
Date: Monday, May 14, 2018 at 2:13 PM
To: Brian Stickles <bstickles@aceee.org>
Subject: RE: Travel Itinerary for ACEEE Finance Forum

How about

3:10 am Amtrak WAS TO NYP, NE Regional 190
7:15 am VIA Rail and Hudson to Tarrytown,
Taxi to conference and arrive at 8:10 am
Taxi to train station
12:43 pm Hudson and VIA rail to NYP
2:02 pm Amtrak NYP TO WAS, gets in 5:22 pm, NE Regional 93

From: Brian Stickles <bstickles@aceee.org>
Sent: Monday, May 14, 2018 10:42 AM
To: Vahlsing, Candace (Bennet) <Candace_Vahlsing@bennet.senate.gov>
Subject: Re: Travel Itinerary for ACEEE Finance Forum

Hello Candace,

I hope you had a nice weekend! Sorry for bombarding your inbox, the ethics committee is quite particular.

If you wouldn't mind providing me with the following details:

- The time & location of your departing train
- The time & location of the train when you arrive at the conference
- How you will travel from the train station to the conference
- The time & location of the departing train from the conference and
- The time & location of the arriving train when you arrive back home.

Thank you,
Brian

From: Brian Stickles <bstickles@aceee.org>
Date: Friday, May 11, 2018 at 9:05 AM

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

ETHIC MAY 7 18PM 2:58

Name of Traveler: Candace Vahlsing

Employing Office/Committee: Senator Bennet

Private Sponsor(s) (list all): American Council for an Energy Efficient Economy (ACEEE)

Travel date(s): 5/22/2018

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): Tarrytown, NY

Explain how this trip is specifically connected to the traveler's official or representational duties:

The conference is hosted by ACEEE on energy efficiency and finance. I would moderate a panel on May 22, 2018 on energy efficiency and Property Accessed Clean Energy. I am a Senior Advisor for Energy, Climate, and Environment. I work on energy efficiency policy and helped negotiate legislation on Property Accessed Clean Energy.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

05/16/2018
(Date)

[Signature]
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Bennet hereby authorize Candace Vahlsing
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

05/16/2018
(Date)

[Signature]
(Signature of Supervising Senator/Officer)